

March 2008

# TOWN OF HERNDON



Department of Community Development, P. O. Box 427, Herndon, Virginia 20172-0427

## HERITAGE PRESERVATION REVIEW BOARD

### APPLICATION FOR AN ALTERATION TO AN EXISTING STRUCTURE

The undersigned hereby applies for a Certificate of Appropriateness for an Alteration to an Existing Structure located in the Heritage Preservation Overlay District under the provisions of §78-202.8 of the Herndon Town Code. The undersigned certifies that all information in this application is true and correct and that the requirements of this application have been read and are understood. The undersigned also understands that staff recommends that he or a duly appointed representative attend the public hearing.

Submittal of this form with original signatures is **required**. *PLEASE PRINT OR TYPE (Unless otherwise indicated.)*

#### Subject Property Information

Address of Subject Property: \_\_\_\_\_

Brief Description of Proposal: \_\_\_\_\_

Name of Business Establishment  
Associated with this Application: \_\_\_\_\_

Building/Development Name: \_\_\_\_\_

Lot area (site area): \_\_\_\_\_

Type of Use (please specify whether  
commercial, industrial, office,  
residential, or other): \_\_\_\_\_

Related Applications or Plans (i.e.  
Site Plan, Plan Revision, SE, BZA)  
and Date of Approval (if applicable): \_\_\_\_\_

#### Applicant Information

Name and Title of Property Owner: \_\_\_\_\_

Mailing Address of Property Owner: \_\_\_\_\_

Telephone Number(s) where Property  
Owner may be reached: \_\_\_\_\_

Fax number of Property Owner: \_\_\_\_\_

E-mail address of Property Owner: \_\_\_\_\_

Signature of Property Owner  
(Applicant): \_\_\_\_\_

(Original Signature Required. No faxes or  
stamps.)

HERITAGE PRESERVATION REVIEW BOARD

ALTERATION TO AN EXISTING STRUCTURE - continued

**Agent or Representative  
Information** (If different than above.)

Name and Title of Agent or  
Representative:

Mailing Address of Agent or  
Representative:

Telephone Number(s) where Agent or  
Representative may be reached:

Fax number of Agent or  
Representative:

E-mail of Agent or Representative:

**Signature of Agent or  
Representative:**

(Original Signature Required. No faxes or  
stamps.)

**Tenant Information (If applicable)**

Name and Title of Tenant:

Mailing Address of Tenant:

Telephone Number(s) where Tenant  
may be reached:

Fax number of Tenant:

E-mail of Tenant:

**Signature of Tenant:**

(Original Signature Required. No faxes or  
stamps.)

**For Office Use Only:**

Application Received by:	Date:	
Fee Paid:	Case No:	
Public Hearing Date:	Action:	
Tax Map Reference Number:	Zoning District:	
Status of Taxes:	<input type="checkbox"/> Paid <input type="checkbox"/> Delinquent	

**HERITAGE PRESERVATION REVIEW BOARD**  
**ALTERATION TO AN EXISTING STRUCTURE - continued**

**APPLICATION REQUIREMENTS**

**Item**

- 1

 One (1) letter describing the proposed alteration and a list of all materials submitted.
- 2

 One (1) completed application form with all required signatures, including the signature of the property owner on which the structure is located.
- 3

 Application fee payable by either check or cash. Credit cards are not accepted.
- 4

 Labeled photographs of all sides of the existing structure.
- 5

 One (1) full-size set of color elevation drawings of the structure with the proposed alteration shown. Colors must match the proposed colors. The proposed alterations with materials, colors and their locations on the structure must be listed on the elevation drawings. All materials and colors must include the name of the model/color number, and a general description with information such as gloss, flat, plastic, etc. All elevation drawings must be to scale and scale must be indicated.
- 6

 Eight (8) folded copies of the elevation drawings discussed in Item 5 above. These copies are not required to be in color. All proposed materials and colors and their locations must be shown on each copy. These additional copies may be omitted for applications proposing a paint color change only.
- 7

 Samples of all exterior building materials proposed for the alteration, including but not limited to brick, mortar, siding, roofing, glass, paint and stain colors. Samples are not to exceed one square foot.
- 8

 Eight (8) copies of the manufacturer's cut or spec sheets for all exterior elements such as light fixtures, windows, doors and ornamental features.
- 9

 One (1) electronic copy of the drawings, photographs (if digital), cut sheets and any other required materials that are available electronically. Architecturals must be in pdf format.

**Note:** An application consisting solely of the following alterations: a change in siding material, a change in roof material, an exterior color change, the replacement of a window in an existing unaltered window opening, the addition of shutters, or the addition of a fence, does not require the drawings in Items 5 and 6. Also, drawings are not required for the demolition of a portion of a structure, but the photographs should indicate any structural problems or damage.

# HERITAGE PRESERVATION REVIEW BOARD

## INFORMATION SHEET

2010

The Heritage Preservation Review Board holds a public hearing on the third Monday of the month unless otherwise indicated on the Herndon Town Calendar. Work sessions are held on the Wednesday prior to that meeting. The public hearing starts at 7:00 p.m. and takes place in the Mary Ingram Council Chambers located at 765 Lynn Street, Herndon, Virginia. The work session also starts at 7:00 p.m. and takes place in the Hoover Conference Room of the Council Chambers at the same location.

Although not required, applicants are highly encouraged to attend the work session as their applications will be discussed informally by the Board. Should you or your representative not attend the public hearing to address any issues that the Board may have, the application will likely be denied.

The deadline for filing new applications is approximately 30 days prior to the regularly scheduled public hearing. The completed application, all required materials and the application fee must be submitted no later than 4:00 p.m. on the application deadline date. **Please note that the applications must be complete and that it is the applicant's responsibility to insure completeness. Late or incomplete applications will not be accepted or placed on the Board's upcoming agenda.** Applicants are encouraged to submit their application two to three days prior to the deadline and to have their applications reviewed by Town staff for completeness. Meetings with staff prior to the submission deadline are encouraged and may be arranged by appointment.

### HPRB 2010 application deadline, work session and public hearing dates:

<u>APPLICATION DEADLINE</u>	<u>WORK SESSION</u>	<u>PUBLIC HEARING</u>
December 21, 2009	January 20, 2010	January 25, 2010
January 22, 2010	February 17, 2010	February 22, 2010
February 12, 2010	March 10, 2010	March 15, 2010
March 19, 2010	April 14, 2010	April 19, 2010
April 16, 2010	May 12, 2010	May 17, 2010
May 21, 2010	June 16, 2010	June 21, 2010
June 18, 2010	July 14, 2010	July 19, 2010
July 16, 2010	August 11, 2010	August 16, 2010
August 20, 2010	September 15, 2010	September 20, 2010
September 17, 2010	October 13, 2010	October 18, 2010
October 15, 2010	November 10, 2010	November 15, 2010
November 12, 2010	December 8, 2010	December 13, 2010

If you have additional questions or would like to arrange an appointment, please contact the Town of Herndon Department of Community Development at (703) 787-7380. Town offices are located at 777 Lynn Street and are open from 8:00 a.m. to 5:00 p.m., Monday through Friday.